



Forsyth County Public Library Board of Trustees Summary of Action Taken at November 18, 2019 Meeting

The Forsyth County Public Library Board of Trustees held its November meeting at the Post Road Library on November 18, 2019 at 5:30 p.m.

Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Tim Plotner, Kathy Thomas, and Christy Winters. The following is a summary of action taken at this meeting:

- I. Call Meeting to Order
Called to Order at 5:30 p.m.
- II. Adoption of Agenda
The Board voted unanimously to adopt the Agenda as presented.
- III. Announcements
Mary Helen McGruder announced that Bobby Williams, Facilities and Construction Manager, would be retiring in December 2019.
- IV. Adoption of Minutes
The Board voted unanimously to adopt the minutes of the September 16, 2019 Library Board meeting.
- V. Items to be discussed
 1. Cumming Library Renovation
No action was taken.
 2. Fiscal Year 2019 audit
The Board voted unanimously to accept the Library's Fiscal Year 2019 audit as presented.
 3. Proposed revisions to Travel Policy
The Board voted unanimously to approve the revised Travel Policy, effective December 1, 2019.
 4. Proposed revisions to Purchasing Policy
The Board voted unanimously to approve the revised Purchasing Policy, effective December 1, 2019.

5. Renewal of contracts

The Board voted unanimously to approve the renewal of contract for landscaping services to TruCut Landscape Services in the amount of \$49,542.64.

The Board voted unanimously to approve the renewal of contract for janitorial services to Building Maintenance Services, Inc. in the amount of \$61,200.00.

The Board voted unanimously to approve the renewal of contract for HVAC preventative maintenance services to Willis Mechanical, Inc. in the amount of \$6,212.00.

6. Proposed Fiscal Year 2020 budget adjustments

The Board voted unanimously to approve the increase of State revenues by \$38,430.36 and Federal revenues by \$23,524.78 for E-Rate reimbursements.

The Board voted unanimously to approve the increase of Forsyth County revenues and Materials expenses by \$37,500.00 to reflect an increase in Materials funding.

The Board voted unanimously to approve the increase of Forsyth County revenues and Personnel expenses by \$111,130.50 to reflect funding for new positions.

The Board voted unanimously to approve the increase of Forsyth County revenues and Personnel expenses by \$99,586.00 to reflect funding for a 4% merit increase for eligible employees.

7. Financial report

No action was taken.

8. Bookmobile budget (Impact Fees)

The Board voted unanimously to approve the use of \$400,000 in Impact Fees to purchase and equip the bookmobile, with 60% of expenditures to be made from North Impact Fees and 40% of expenditures to be made from South Impact Fees and Countywide Impact Fees.

9. Bookmobile exterior design

No action was taken.

10. Forsyth Writes Together

No action was taken.

11. Strategic Plan

No action was taken.

12. Public Services activities reports
No action was taken.

VI. General Discussion (*if needed*)
No discussion.

VII. Executive Session (*if needed*)
No Executive Session was held.

VIII. Adjournment
The Board voted unanimously to adjourn the meeting at 7:17 p.m.

A full draft of minutes from this meeting will be posted to the FCPL website (www.forsythpl.org) upon completion.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Wednesday, January 22, 2020 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.